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7-10.10/1

1 March 1950

MEMORANDUM TO: TRD Branches and Staffs

SUBJECT : Code System for TRD Publications

1. A code system, described hereafter, has been devised for use, effective this date, with all subsequent TRD publications. The system, itself both simple and flexible, will provide for the expanding needs of TRD.

2. As devised, the code system projected will consist of three blocks of digits.

3. In the block, to the left of the decimal,

- a. the first digit will indicate the TRD branch or staff;
- b. the second, the course group; and
- c. the third, the specific course of instruction.

The first and second digits will be separated by a single dash (see Attachment 1).

4. The block of digits, to the right of the decimal, admits of as much detailed expansion as may later be deemed desirable. It is applicable, in part or in whole, and transferable, to any one of the series of digits to the left of the decimal (see Attachment 2).

5. Following the block of digits, to the right of the decimal, will appear a slant bar, followed by a series of digits, in numerical sequence, each of which will indicate the sequence of publications in the code system preceding it. This digit will be assigned by the chief instructor of the course for which the publication is intended or by the appropriate branch or section chief of the originating office.

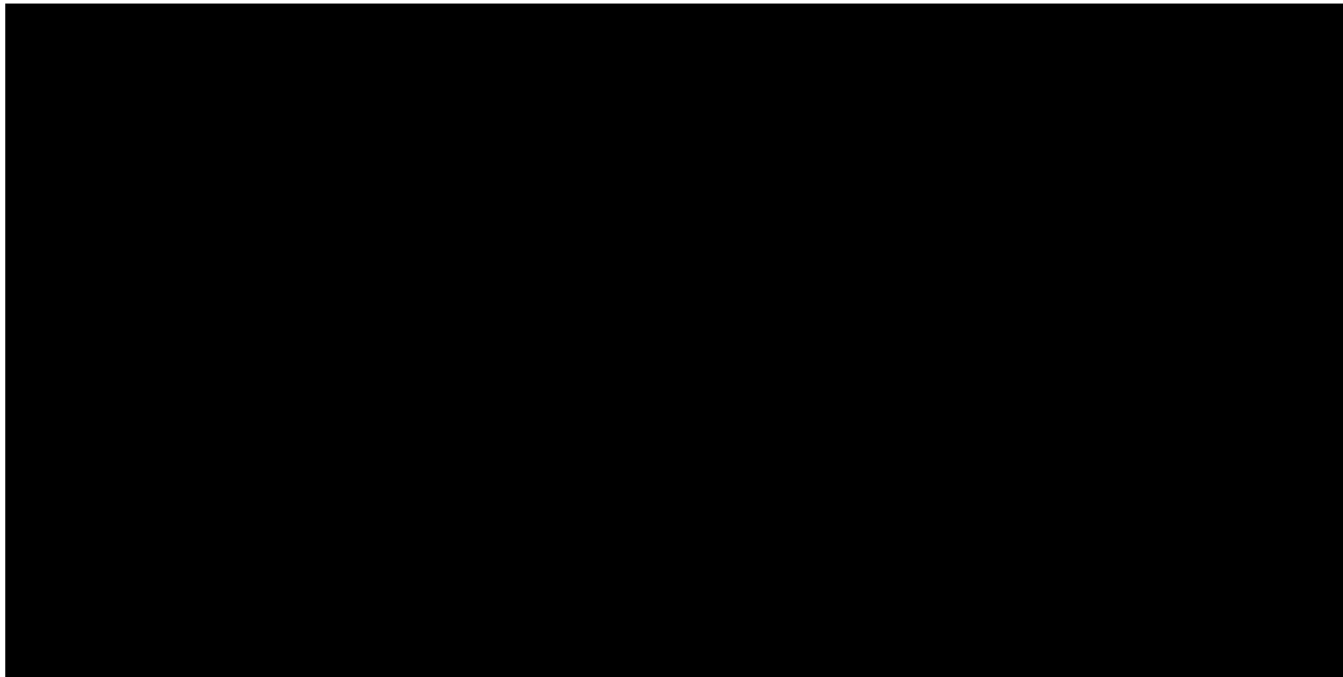
6. Three examples are cited below, in explanation of the system.

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25X1A14a

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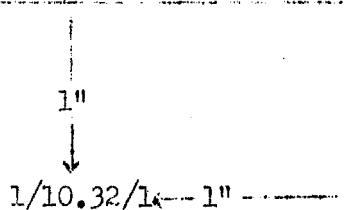
7-10.10/1 7- indicates Training Materials.

10. " Research Materials.

.10 " the general category, administration.

/1 " the first administration instruction in the series.

7. The code number itself will appear in the right hand corner, of the first page of each TRD publication, as indicated below;



FOR THE CHIEF, TRD:

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2 Attachments

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